



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

MANAGER, FLEET OPERATIONS

Class No. 000951

■ CLASSIFICATION PURPOSE

To plan, organize, and direct the activities of the County's regional fleet services program in the Department of General Services; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position class in the unclassified service allocated only to the Department of General Services. This class reports to the Assistant Director, General Services. Incumbent formulates policy and procedures for the county's regional fleet services program and oversees all fleet operations including: maintenance, repair, purchase, disposal, allocation and tracking of all light and heavy fleet vehicles and equipment within the County.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, and organizes the activities of the Fleet Services Division providing acquisition, repair, maintenance, inspection, inventory, and assignment services for county departments.
2. Directs the development and implementation of goals and objectives related to fleet services and other county support services.
3. Develops and implements policies, procedures, plans and objectives concerning fleet services provided for county departments.
4. Ensures that all safety laws, ordinances and policies are followed and adhered to by subordinate personnel.
5. Assigns and reassigns personnel and equipment to meet fleet maintenance and operational needs.
6. Reviews and approves departmental fleet specification requirements and administers the bidding and purchasing of fleet vehicles.
7. Analyzes, negotiates and administers contracts for fleet purchases.
8. Prepares the vehicle acquisition budget and financing plans by analyzing payment methods and ensuring the coordination of bids involving vehicle acquisition and financing concepts.
9. Identifies operational problems and formulates appropriate solutions.
10. Prepares reports and correspondence.
11. Acts as liaison with other public and private agencies and provides information to county departments, the public, and agency representatives on divisional activities.
12. Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
13. Performs special studies and projects as assigned.
14. Supervises a variety of sections, which perform varied craft, mechanical, stores and administrative functions.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- County government functions, organization, operation, administration processes and procedures.
- Principles, practices, and methods of fleet operations management (acquisition, maintenance, repair, inspection, inventory) and assignment of fleet.
- Current technological developments of vehicles, alternative fuels, and vehicular equipment.
- Policy and procedures development and implementation related to fleet services.
- Management methods, principles and practices.
- County customer objectives and strategies.
- Supervisory principles and practices.
- Procurement and financing practices, procedures and techniques used to purchase and maintain a wide variety of fleet vehicles and equipment.
- Federal, state and local regulations pertaining to vehicles and fleet operations.
- Fleet store keeping principles, practices and procedures.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Direct the development and implementation of countywide goals and objectives related to fleet services.
- Plan, review, train, and coordinate the work of subordinate supervisors and staff.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, media, and other agencies.
- Plan, organize, coordinate, direct and manage the activities of staff involved in fleet vehicle operations throughout the county.
- Participates in developing division's budget.
- Communicate effectively orally and in writing.
- Analyze data and prepare complex reports and correspondence.
- Identify and resolve operational problems.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: five (5) years of experience in operations and maintenance management of large diversified automotive and major equipment inventories. Experience must have included decisions on the level and range of repair capabilities and extensive cost/benefit analysis, fiscal controls and use of computer/information systems. Two (2) years of this experience must have been in a management or administrative capacity.

Note: Possession of a bachelor's degree in business administration, public administration or a closely related field is highly desirable.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment. A Class "A" license must be obtained within one year of the date of hire, and incumbent must maintain insurability under the county's vehicle insurance policy.

Certification/Registration

Not Required

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: March 12, 1999
Revised: March 19, 2003
Reviewed: Spring 2004

Manager, Fleet Operations (Class No. 000951)

Union Code: UM

Variable Entry: Y